

CalATERS-Global Expense Summary

REPORT INFORMATION

Name John Chiang
 Expense Dates 02/24/14-02/25/14
 Form ID TEA000326172
 Approver Richard J Chivaro
 Start Date/Time 02/24/14 / 1900
 End Date/Time 02/25/14 / 2340
 Trip Location LAX-SJ-SAC-LAX/Torr
 Purpose of Trip 2/24 Travel to San Jose;
 Authorization #/ Trip # /

REPORT TOTALS

Report Total 531.52 USD
 Department Paid 422.62 USD
 Advance Schedule Amount 0.00 USD
 Amount Due Employee 108.90 USD

**** Charges are in USD unless otherwise noted**

EXPENSE DATA SUMMARY

Date	Expense Item	Amount	Payment Type	Country	Ex. Rate	Charge to	USD
02/24/14	Airfare - Commercial	208.89	Department Paid	United States (US)	1.00		208.89
02/24/14	Lodging	108.90	Cash	United States (US)	1.00		108.90
02/25/14	Airfare - Commercial	213.73	Department Paid	United States (US)	1.00		213.73

Expense Sub-Totals

Airfare - Commercial 422.62
 Lodging 108.90

Review Items - Exceptions and Questions

Text	Response	Policy
Approvers should verify lodging was obtained in a designated high cost count		46new